



State of Tennessee Department of Children's Services

Administrative Policies and Procedures Announcement – ~~Final~~-Effective August 24, 2022

Refer to the [2022-2023 Policy Review Calendar](#) for important dates on monthly policy submissions and schedule for the policy approval process.

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	New/Updated Forms/Protocols/ and Other Documents Associated with Policies and Procedures
1.	14.5	CPS: Locating the Child and Family	14	Carla Aaron, Deputy Commissioner, Office of Child Safety	8/24/22	None
Policy Revisions:		♦ Section A-1, b: New required effort added for locating the ACV and family.				
2.	15.9	Access and Release of Information from Sealed Adoption Records and Other Services	15	Sandra X. Wilson, Deputy Commissioner, Child Permanency	8/24/22	CS-1026, Request Access to Sealed Adoption Record/Release of Information and Other Services
Policy Revisions:		<ul style="list-style-type: none">♦ Minor word revisions throughout policy.♦ Section A-6: Adoption records that are 100 years old or older are public records and can be requested in writing by letter, or by using DCS form CS-1026, Request Access to Sealed Adoption Record/Release of Information and Other Services.♦ Section D-5, bullet 3: The Department provides eligible persons instructions for requesting medical information from sealed adoption records.♦ Section G-5: During processing requests, if the Department cannot determine the eligibility of the requestor or related fees are absent, the Department denies the request. The requestor is notified, in writing, of the Department's decision.♦ Section G-6: Added "Any person who may be eligible to access records maintained by Tennessee Children's Home Society must receive authorization from the Department or the court to access the records".♦ Section G-7: If no adoption or sealed record is found after a request is made, the Department may assist the requestor in searching for the record. The Department notifies the requestor of the search results.♦ Section H: Fees for Services and Fee Waivers updated to current practice.				
3.	16.8	Responsibilities of Approved Foster Homes	16 B	Sandra X. Wilson, Deputy Commissioner, Child Permanency	8/24/22	CS-0709, Foster Home Monthly Checklist CS-0689, Health Services Confirmation and Follow-Up Notification Protocol for Clothing and Allowance
Policy revisions:		<ul style="list-style-type: none">♦ Change throughout policy to delete the term "youth" and use substitute word(s) "child/children".♦ Section A-1, b, bullet 7: Added new effort requirement for locating the ACV and family.♦ Section A-5: Changed "working days" to "business days".				

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		<ul style="list-style-type: none"> ◆ Section A-7: Added “FSP staff visit the foster home to assess well-being of foster parents and child, discuss needs and provide support to maintain the foster home placement. Form CS-0709, Foster Home Monthly Checklist is discussed at each visit and case notes added monthly in TFACTS for the foster home record”. ◆ Section B-4: Specifically notes that foster parents must request that service providers complete form CS-0689, Health Services Confirmation and Follow-Up Notification after a doctor’s appointment. Foster parents give a completed copy of the form to their FSW. ◆ Section C- Added the Protocol for Clothing and Allowance. ◆ Section E-3: Discipline for custodial children should be age appropriate. ◆ Section N-3, d, Note: Added “Criminal history checks should not be dated more than ninety (90) days prior to effective move-in date”. ◆ Section O-10: Added “A discussion regarding training requirements, updating verification documents (insurance, vaccinations, etc.) and changes in foster family medications are to occur monthly”. 				
4.	16.12	Severe Abuse Review	16 A	Sandra X. Wilson, Deputy Commissioner, Child Permanency, Carla Aaron, Office of Child Safety	8/24/22	None
Policy revisions:		<ul style="list-style-type: none"> ◆ Policy Statement: Clarifies that when custodial children are victims of severe abuse, a Severe Abuse Review is conducted before the child has unsupervised visits or begins a trial home visit. ◆ Purpose Statement: Substituted “severe abuse substantiation” for “severe abuse petition”. ◆ Section A: Provides a definition for a severe abuse case and the timeframe for conducting a severe abuse review. This section also includes instructions for staff when the judge orders a trial home visit or unsupervised visitation unexpectedly. ◆ Section B: Outlines examples of when a Severe Abuse Review is or is not required. ◆ Section D: If there was no Severe Abuse Review prior to a trial home visit, staff are instructed to follow guidelines outlined in Section C of this policy. 				
5.	21.14	Serving the Education Needs of the Child/Youth	21	Dr. Tim Cooper, Child Health and Education	8/24/22	CS-0657, Education Passport and School Notification Letter
Policy Revisions:		<ul style="list-style-type: none"> ◆ Changes throughout policy to update change on DCS form CS-0657, Education Passport and School Enrollment Letter to, Education Passport to "School Notification Letter". ◆ Section F.1: Clarifies that all students shall remain in school of origin until BID meeting is held. ◆ Section F.2 - 3: Clarifies that the School Notification Letter serves as a trigger to set up a BID meeting and the meeting process. ◆ Section F.4: Paragraph replaced to indicate School Notification Letter as official notice instead of the Education Specialist only and responsibility of the LEA to initiate BID meeting. ◆ Section 5.b: Refers to addition to on the Education Passport form CS-0657 to reflect BID meeting date and outcome. Includes statement that BID meetings may be conducted "in-person, virtually, or in some instances by email." 				

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Other Documents:						
Att: 16.8, 16.29		<u>Protocol for Clothing and Allowance</u> ♦ Complete revision.				
Att: N/A		<u>Protocol for Delegated Authority Vendor Application Process</u> ♦ Minor wording updates. ♦ Provides linked contact websites throughout document. ♦ Page 3: Enhanced the Phase 2 Guidelines for TennCare providers seeking to be approved as Delegated Authority (DA) vendors.				